

# CHIEF OF PLANNING

**GRADE: 28**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Chief of Planning performs difficult professional and administrative level work managing the activities of the Planning Division within the Department of Community Planning & Development Services. The Department has a community-based planning approach in order to serve the City's residential neighborhoods, which are considered very stable and well maintained. The Chief of Planning leads a highly professional staff in reviewing development and land use proposals to insure their compliance with City regulations, the Master Plan and other policies. The work has a major impact on the City and requires thorough knowledge of urban planning, zoning, subdivision design, site design, architecture, and landscape architecture in order to deal with and resolve a variety of unusual and difficult land use issues. The work requires considerable tact, and discretion in handling personal relationships, while soliciting cooperation, offering explanation to and persuading of various appointed and elected officials, community groups, interest groups, contractors, builders, vendors, citizens, etc., relative to the Division mission of proper planning for the City. The work requires limited physical demands. There is considerable mental effort, considerable stress, and frustrations, with very tight time constraints, which can make the work difficult when attempting to gain cooperation and achieve end results. The incumbent works under broad managerial direction of the Department Director and is responsible for working within stated policies and goals.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

### **EXAMPLES OF DUTIES:**

- Directs, administers and supervises the activities of the Planning Division.
- Supervises and participates in the review of subdivision plats, zoning and ordinance changes, site development plans, annexations, special exceptions, right-of-way abandonment, comprehensive plans and referrals from other agencies.
- Directs the administration of the zoning ordinance, and subdivision regulations, and other City regulations and policies.
- Analyzes proposals on the basis of City ordinances and in consideration of planning and design principles, visits sites relative to development plans; prepares recommendations and presents same to the Planning Commission, Mayor and Council, Board of Appeals, Historic District Commission or outside Agencies; provides technical zoning and planning advice as required.
- Advise appropriate parties of actions taken.
- Conducts and participates in design projects involving the use of public land such as street, highway and park land development, subdivision design, site planning and landscaping.
- Meets with developers, consultants, architects, citizens and other community officials to coordinate plans with the City's master and zoning ordinance.
- Performs administrative duties relating to personnel and budget management for the Planning Division.
- Supervises and conducts the preparation of maps and other graphics.
- Acts as the staff liaison for the Planning Commission.
- Supervises staff liaisons for Board of Appeals and Historic District Commission.
- Conducts or supervises ordinance or policy changes relating to zoning, subdivision or design policies.
- Provides input on long and short range studies relative to land use, public facilities, traffic patterns, transportation, planning, open spaces, ordinance changes, etc.
- Supervises and participates in conferences, meetings, dialogue and correspondence with local, regional, and state organizations involving local or area questions on land use planning, information gathering, problem definition, and other matters of interest to the City.
- Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in Urban Planning or a closely related field and eight years of progressively responsible experience in planning of which three years must have been in a management/supervisory capacity utilizing team leadership skills. Master's degree may be substituted for two years of the non-

management/supervisory experience. Must possess a driver's license valid in the State of Maryland. Proven performance in management and team leadership skills. Should be a member of the American Institute of Certified Planners (AICP).

**Preferred Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles of acceptable Urban Planning and Design.
- Knowledge of local, state, and federal development goals and plans.
- Skills in negotiating and resolving conflicts relative to the work.
- Skill in management and team leadership.
- Skill in establishing and maintaining effective working relationships with consultants, property owners, residents, occupants, other City employees, Federal and County officials, and the general public, while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.
- Ability to present ideas clearly and concisely, orally and in writing to groups and individuals.
- Ability to provide information and explanations in a concise, accurate and clearly understandable way.
- Thorough knowledge of the principles of site design, zoning, master plan interpretation, and related site usage issues.
- Knowledge of architectural, engineering, landscape architectural, transportation engineering and environmental practices.
- Ability to manage multiple functions and projects in a satisfactory manner.